

**ETA HANDBOOK NO. 362**

**UI SECTIONS ONLY**

IV-5. TIME DISTRIBUTION SUBSYSTEM

The following is a list of project codes used in combination with function codes for the purpose of capturing staffyear and cost data by activity

<u>PROJECT CODE</u>	<u>PROJECT NAME</u>
000	Unassigned AS&T
087	United States Veterans Assistance Center (USVAC) - CETA Title III
110	Job Corps Program (CETA Title IV-B)
150	WIN TAT
153	CETA TAT (CETA Title III)
154	CETA LMI (CETA Title III)
170	Trade Program (CETA Title III)
175	TJTC (CETA Title III)
202	LVER (ES Grants-to-States)
203	DVOP (ES Grants-to-States)
205	Employment Service (ES Grants-to- States)
207	ES Trade Program (ES Grant-to-States)
210	Unemployment Insurance Service (UIS) (UI Grants-to-States)
212	Food Stamps Program
213	ESAP Coordinator
214	ESAP - ES
215	ESAP - UI
216	ESAP - R & D
219	UI Trade Program (UI Grants-to-States)
236 thru 244	Disaster Unemployment Assistance (DUA) Program

IV-5. TIME DISTRIBUTION SUBSYSTEM (continued)

<u>PROJECT CODE</u>	<u>PROJECT NAME</u>
251	WIN Central Office
252 thru 289	WIN Local Projects
300 thru 998	For SESA Use (CETA programs, State Programs, etc.)
999	Leave Taken

IV-5.        TIME DISTRIBUTION SUBSYSTEM

I.        Function Codes and Definitions

The following sections contain functional activity codes and definitions which are used by agency employees to record time (hours) spent on the functions performed.

IV-5.        TIME DISTRIBUTION SUBSYSTEMAS&T (Administrative, Support and Technical

100    Administration and Management

120    Fiscal/Personnel Management

150    ADP

UIS (Unemployment Insurance Service)

200    Claims Processing

230    Nonmonetary Determinations  
      Single Claimant

235    Benefits/Appeals Travel

238    Multi-Claimant Services  
      Nonmonetary Det.  
      Appeals-Lower Auth.  
      Appeals-Higher Auth.240    Appeals, Single Claimant  
      Lower Authority  
      Higher Authority

260    Wage Records

270    Benefit Payment control

300    Tax Operations

351    Processing Allowances

400    Management, Supervision and Training

455    CWBH

457    Cost Model

459    Random Audit/Internal Security

460    UI Special Projects

ES (Employment Services)

500    Basic Employment Service operations

50S    MFSW Outreach

540    Immigration Activity

561    LMI

564    Occupational Analysis Field Centers

IV-5.        TIME DISTRIBUTION SUBSYSTEM (continued)

565 Test Development  
567 Monitor Advocate

600 Management and Training

WIN (Work Incentive)

WIN

589 Registration  
590 Appraisal  
591 Adjudication  
592 Employment Search, Individual  
593 Employment Search, Group  
594 OJT Administration  
595 PSE Administration  
596 Institutional Training  
597 Work Experience Training  
598 Suspense to Non-WIN Employment  
599 Suspense to Non-WIN Training

Leave

910 Annual Leave Taken  
920 Sick Leave Taken  
940 Other Paid Time Off  
950 Holiday Leave  
980 Compensatory Time Taken

IV-5. TIME DISTRIBUTION SUBSYSTEM (continued)(2) Function Code Definition

The function code definitions contained in the following sections relate only to the minimum reporting requirements of the Employment and Training Administration (ETA). If SESAs select to utilize more detailed levels of reporting it will be their responsibility to revise the code structure as well as the corresponding definitions. The appropriate project code is used in combination with the function code for determining assignment of costs and staff years to programs.

(a) Administrative, Staff, and Technical Function Codes (AS&T)

Time will be charged to AS&T functional activities only when such time cannot be directly charged to program (e.g., ES or UI) functional activities. In the central office, for example, keypunch operators assigned to the ADP organizational unit, but who spend time keypunching wage records, should charge that time to UIS code 260, Wage Records. District, area, or local offices will not charge to AS&T activities, except for agency building maintenance personnel who will charge to code 100.

It is important to note that these are function codes and do not necessarily relate to an organizational unit. For example, employees assigned to the central office ADP organizational unit who perform overall fiscal functions (e.g. data entry for cost accounting or payroll) should charge such time to code 120 - Fiscal Personnel Management, and not to code 150 (ADP)

## 100 Administration and Management

Administration

Includes all time spent by central office personnel in the overall administration of employment security programs. Includes the executive director, executive assistants, legislative liaison, and supervisors of more than one of the AS&T staff functions. No changes to this activity will be made by local office personnel.

Legal

Includes all time spent on legal activities related to the agency and not attributable to the Employment Service (ES) or Unemployment Insurance Service (UIS) in which case time should be charged to the appropriate program function code (600 - ES and 400 - UI).

IV-5. TIME DISTRIBUTION SUBSYSTEMInformation and Public Relations

Includes all time which cannot be directly charged to ES or UI spent by central office personnel specifically engaged in the preparation and dissemination of public information and official agency public relations activities. Time spent by ES or UI program staff in this area should be charged to codes 600 or 400, respectively.

Management Support

Includes all time spent by central office personnel in the following activities which cannot be assigned to a program area:

- Organization, methods, and planning
- Management analysis
- Internal audit (time related to the review and evaluation of fiscal management and control of the accounting records and procedures used by the fiscal department in the State agency)

Management support associated with a program is charged to ES function code 600 or UI function code 400.

Report and Analysis

Includes all time of central office personnel spent on the following activities.

- Preparation and analysis of State and Federal statistical reports
- Technical supervision of State and local office activity reporting and analysis, including planning and installation of reporting systems
- State office R&A unit time spent on the formal validation of ETA required statistical reports



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- Providing technical advice, assistance and support to other units or agencies on research and findings that cannot be assigned to a. program or a functional activity code of a program
- Preparing economic trends, indicators, developments, assumptions, and demographic information

Local office personnel should charge time spent in performance of reportable activity items to the appropriate activity code associated with the ES or UIS programs. Time spent on preparing local office activity reports will be charged to ES or UI program support codes 600 or 400, respectively.

Services

Includes all other time of central office personnel spent on overhead office services or support activities which cannot be charged directly to other operational or staff codes.

These support activities include, but are not limited to:

- Telephone and Switchboard operators
- Receptionist
- Mailroom personnel
- Library personnel
- Building maintenance personnel
- Duplicating and printing personnel

ES or UI function codes will be used by services personnel when significant time is spent on program activities (e.g., mailroom personnel receiving, processing and mailing UI tax forms should change to code 300 - Tax Operations).

120 Fiscal And Personnel Management

Includes all central office staff time which cannot be charged to ES or UIS function codes in the following fiscal and personnel functions.

- Fiscal activities
- Preparation of fiscal documentation for budget requests and control of the overall agency budget
- Processing personnel attendance reports and payrolls
- Processing expenditure authorization and vouchers
- Maintaining administrative fund accounts and preparation of required financial reports

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- Maintaining general overall control accounts relating to State employment security agency funds
- Supplies procurement, stockroom, and inventory activities
- Financial management analysis and internal reports development
- Statewide time distribution reports and analysis
- Property and space control

Local office personnel who perform fiscal activities will not charge such time to this activity code. That time will be charged to the ES code 600 or UIS code 400.

Personnel Management

Includes all time which cannot be directly charged to ES or UI function codes spent by the State agency personnel unit 'staff' in personnel and related functions.

Includes time associated with the development and administration of overall agency training activities. Time spent by central office employees on general personnel attendance records should be charged to code 120. Time spent by attendees at training sessions should be charged to Program Support codes associated with the ES or UI services (600 or 4.00).

Time spent at training sessions by attendees who normally report their time under AS&T codes will be reported under the AS&T code associated with the employee's regular job.

150    Automatic Data Processing

- Includes all time spent in administration of the ADP system and facility, systems maintenance and system operation.
- Personnel normally charging to this code should be ADP Managers, analysts and programmers developing and maintaining general system software and general support personnel-such-as clerical, tape librarian and equipment operators.
- Data entry time (keypunching/key taping) should be charged to the functional area for which the service is provided. Data entry time in the central office that is for system maintenance or benefits all users should be charged to code 150.
- Analysts and programmers who work on application systems and programs should charge their time to

IV-5.        TIME DISTRIBUTION SUBSYSTEM

the appropriate functional code or codes that are being served.

- Time spent on developing ES and UIS applications should be charged to ES Code 600, or UIS Code 400; the same applies to conversion of ongoing applications when a new computer system is employed.

IV-5. TIME DISTRIBUTION SUBSYSTEM(b) Unemployment Insurance Service Function Codes

The codes listed below will be used in reporting activity for unemployment insurance service (UIS) operations. The appropriate project code (e.g., 210, UI Grants; 219, Trade Program) will be used in combination with the appropriate function code:

- 200 Claims Processing
- 230 Nonmonetary Determinations (Single Claimant)
- 235 Benefit and Appeals Travel
- 238 Multi-Claimant Services (Nonmonetary Determinations and Appeals)
- 240 Appeals (Lower and Higher Authority, Single Claimant)
- 260 Wage Records
- 270 Benefit Payment Control
- 300 Tax Operations
- 351 Processing Allowances (Includes DUA)
- 400 UI Support
- 455 CWBH
- 457 UI Cost Model
- 459 Random Audit/Internal Security
- 460 Other UI Projects

Unemployment Insurance - Benefit Functions

- 200 Claims Processing (Includes Initial Claims, Weeks Claimed, ERP, TRA Recomputed Claims, and Extended Benefit Claims).

Initial Claims (Includes Initial Claims Taking, Monetary Determinations, and Services to Claimants and Employers)

Initial Claims Tracking

Includes time spent on the following activities necessary to take and process new, transitional, and additional UC, UCFE, UCX, Redwood and TRA claims:

- Interviewing claimants, reviewing claim application forms and separation papers, conducting the benefit rights interview, and preparing necessary records.
- Factfinding by agent State with respect to wage record issues, separation, or nonseparation issues on interstate claims.
- Obtaining work history for wage request reporting systems.
- Obtaining data concerning dependents' allowances.

IV-5. TIME DISTRIBUTION SUBSYSTEM200 Claims Processing (continued)

- Requesting UCFE wage and separation information from Federal Agencies (Form ES-931 and ES-934).
- Preparing and submitting UCFE-UCX control cards to the UISDC, and preparing requests to the Armed Forces on UCX claims.
- Requesting TRA wage and separation information from employer in behalf of adversely affected workers under the Trade Act Program.

Monetary Determinations

Includes time spent on the following activities:

- Determining monetary eligibility of claimants for unemployment insurance benefits based on wage records or wage request reports and other benefit factors, such as seasonality, full-time weekly wage combining, pension provisions, and dependents' allowances.
- Computing weekly and maximum benefit amounts, and notifying claimants or employers.
- Ascertaining facts and disposing of protests, inquiries and appeals concerning wage credit disputes; issuing redeterminations.
- Obtaining and furnishing hearing information for combined wage credit claims.
- Maintenance and operation of both claim application and claim determination files; and preparation of first compensable claim materials, address files, payment history cards, and first pay order cards.
- In wage record agencies, receipt, batching, and control of new claims and returning claims to local offices; updating wage record files with current claims information; and requesting wage information for UCFE and TRA claims.
- In wage request agencies, preparing notices of claims filed and request for wage and separation information; obtaining wage affidavit information from claimants; and assessing penalties on employers. for failure to submit wage reports.

IV-5. TIME DISTRIBUTION SUBSYSTEM200 Claims Processing (continued)

- Requesting and following up on wage and separation information for UCFE and T~ claimants (Form ES 931 and ETA 8-55A); obtaining claimant wage affidavits (Form ES-935 and ETA 8-55B); and preparing UCFE request for additional information (Form ES-934) where monetary information on Form ES-931 is incorrect or incomplete.

Services to Claimants and Employers

Includes time spent on the following activities (Includes UCFE, UCX, Redwood and TRA).

- Local office reception functions pertaining to unemployment insurance, such as questioning persons to determine the type of claim to be filed, issuing appropriate claim forms with instructions for completion, and directing claimants to the proper reporting station. Clerical activities performed by receptionists in local offices which can be clearly identified with a specific function should be charged to the function.
- Interviewing claimants following breaks in the series due to illness, disqualifications, unavailability, or failure to report for any reason other than job attachments, and no waiting period or compensable claim is taken during the interview.
- All activities not elsewhere classified which can be identified with unemployment insurance. Includes discussing or resolving general problems, questions, or other matters pertaining to unemployment insurance which cannot be related to any specific unemployment insurance function code. Includes telephone inquiries and correspondence.

Where applicants and claimants are served at the same reception point, the prorata share charged to UIS codes should preferably be measured by short-term time study, such as work sampling or time log.

Recomputed Claims, TRA

Includes all time spent on the following activities necessary to take and process any subsequent TRA claim filed under the same petition number in which the claimant has had a break in job attachment from adversely affected employment since the last TRA claim was filed under such a petition:

IV-5. TIME DISTRIBUTION SUBSYSTEM200 Claims Processing (continued)

- Interviewing claimants, reviewing claim application forms and separation papers, conducting the benefit rights interview, and preparing necessary records.
- Factfinding by agent State with respect to wage record issues for interstate claims.
- Obtaining work history for wage request reporting systems.
- Requesting TRA wage and separation information from employer on behalf of adversely affected workers under the TRA program.
- Determining monetary eligibility of claimants for TM benefits based on wage records or wage request reports and UI records.
- Computing weekly benefit amount, and notifying claimants and/or employers, including data entry into computer or other payment mechanism.
- Ascertaining facts and disposing of protests, inquiries, and appeals concerning wage credit disputes~ issuing redeterminations.

Weeks Claimed (Includes Continued Claims Taking and Benefit Payments)

Continued Claims Taking

Includes time spent on the following activities (Includes UC, UCFE, UCX, Redwood and TRA):

- Taking and processing of waiting period or compensable claims. When this is done in conjunction with the performance of another function (such as the benefit rights interview or non-monetary determinations), the time spent in taking the certification for a waiting period or Compensable claims taking.
- Interviewing claimants, preparing necessary records, and transmitting claims or pay authorization for further processing.
- Reviewing of the payment authorizations in the central and/or local office.
- Sorting and filing of pay-order cards, including benefit checks if they are received in local office already consolidated with pay-order cards and both handled and filed simultaneously.

IV-5. TIME DISTRIBUTION SUBSYSTEM200 Claims Processing (continued)

- All interstate agent factfinding activities involving the IB-2 process, whether separation or nonseparation issues.

Benefit Payments

Includes time spent on the following activities necessary to make benefit payments to unemployment insurance claimants (Includes UC, UCFE, UCX, Redwood and TRA):

- Review and examination of authorization for payment in the central office.
- Controlling and releasing pay orders.
- Preparation and distribution of benefit checks to claimants or local offices, as well as making local office payments by cash or check.
- Key punching pay-order cards, and performing other machine operations for balance control, updating of benefit payment histories, and preparing future pay orders.
- Reconciliation of benefit-account bank statements, and controlling and filing paid checks, pay orders, vouchers, and other payment data.
- Post examination of payments as a quality control procedure.
- Contingency experience rating activities in those States having charging provisions in their State laws as performed in States having reserve and benefit ratio rating provisions (charging benefit payments instead of wages) disposing of protests, inquiries, and appeals concerning payment charge backs.
- Contingency experience rating activities in those States having charging provisions in their State laws, as performed in States having benefit wage ratio provisions (charging wages instead of benefit payments); disposing of protests, inquiries, and appeals concerning wages charged.

UI Eligibility Review Program{ERP}

Includes all time spent on: determining labor force attachment; identifying restrictions on availability; filing and searching documents and computer records in connection with the ERP; flagging and removing flags from documents and computer records; scheduling interviews; conducting and documenting interviews; referral of claimants to adjudication or the Employment Service; and review and development of claim work search plan. (Intrastate and Interstate)



IV-5. TIME DISTRIBUTION SUBSYSTEM200 Claims Processing (continued)New Claims - Extended Duration

Includes time spent on the following activities (includes UC, UCFE, and UCX for regular Extended Benefits):

- Taking and processing new claims for temporary extended benefits (the first intrastate or interstate claim filed in a new extended duration period by a claimant who has exhausted his/her regular benefit rights in a State having temporary extended benefits). Extended duration claims. may not have a break in the benefits series.
- Interviewing new claimants and carrying out all other activities typical of new claims processing.

230 Nonmonetary Determinations - Single Claimant

Includes time spent on the following activities for single claimants:

- Obtaining facts and determining whether a claimant shall be entitled to receive benefits or waiting period credits for reasons, other than those affecting his/her insured (monetary) status (See section 1410, part III, ES manual, for a detailed definition of nonmonetary activity).
- Interviewing, telephone contacts, correspondence, applying pertinent law or precedents, and making decisions.
- Preparing and reviewing the determinations, and notifying interested parties.
- Claimant determinations and redeterminations.
- Requesting additional separation information on UCFE claims (Forms ES-934), and preparing claimant affidavits on separation information (Form E5-935).

235 Benefit and Appeals Travel

Includes time spent in official travel during regular working hours to service itinerant points in support of Initial Claims, weeks Claimed Nonmonetary Determinations, Appeals, or to conduct hearings. Also includes time to set-up and tear-down equipment at the itinerant point and similar activities to provide services.

IV-5. TIME DISTRIBUTION SUBSYSTEM238 Multi-Claimant Services (Nonmonetary Determinations and Appeals.)

This activity code will be used ~'hen performing activity for multi-claimants. Includes the activities as defined in codes 230 (Nonmonetary Determinations, Single Claimant) and 240 (Appeals, Single Claimant).

240 Appeals - Single Claimant (Lower and Higher Authority)Appeals - Single Claimant-Lower Authority

Includes time spent on processing appeals from a State employment security agency's determination or redetermination on a claim for benefits:

- Time of the local office staff in interviewing and assisting the claimant or employer to complete the appeal form; preparing, assembling, and transmitting the necessary records to the appeals authorities (includes processing of appeals filed by mail).
- Time of State agency staff (including other than appeals staff) in preparing material for use in the processing of an appeal, i.e., pulling files, preparing folders.
- Recording of appeal, scheduling hearing, and notifying parties of the hearing.
- Referee's preparation for and conducting the hearing; reporting the proceedings and testimony of the hearing by a hearing reporter or by mechanical recording equipment; and the attendance and participation of agency personnel other than referee and reporter.
- Transcribing hearing testimony for use (1) in split hearings or (2) for referee's use in preparing decision.
- Preparation and mailing of the decision.
- Requesting additional wage or separation information on UCFE claims (Form ES-934).

NOTE: Includes time of appeals staff designated to process the appeals in a State having only one appeal level.

IV-5. TIME DISTRIBUTION SUBSYSTEM240 Appeals - Single Claimant (continued)Appeals - Single Claimant-Higher Authority

Includes time spent on processing of appeals from a decision of the lower authority appeals:

- Time of the local office staff in interviewing and assisting the claimant or employer to complete the appeal from (includes processing of higher authority appeals filed by mail).
- Time of local, State agency, and appeals section staff in preparing or accumulating material for use by the higher authority appeals body in processing the appeal.
- Recording of appeal, scheduling hearing when hearings are held by higher authority, and notifying parties of the hearing.
- Preparation for and conducting the hearing; reporting the proceedings and testimony of the hearing; attendance and participation of State agency staff (including other than higher authority appeals staff).
- Preparation and mailing of the decision.

260 Wage Records

Includes time spent in processing wage report information and establishing and maintaining records of individual . workers' earnings based on employer reports and automatic notices of separation. Activities included are:

- Receipt, batching, and establishment of wage record' files.
- Reconciliation of total wage information with wage and tax summary information.
- Maintenance of wage record and wage report files, and updating, correcting, adjusting, purging, or verification of wage information.
- Receiving and filing special notices, flashers, flags etc.,

IV-5. TIME DISTRIBUTION SUBSYSTEM270 Benefit Payment Control

Includes time spent in checking and. investigating records of benefit payments, subsequent to the payment, to detect overpayments, underpayments, and fraud. Activities included are:

- Reviewing and post-auditing initial determinations, benefit payments, wage records, and other benefit payment data, including other program payments.
- Investigating cases and determining action to be taken. Instituting corrective action, including disqualification of claimants and/or criminal prosecution because of willful misrepresentation. Includes legal work involved.
- Arranging for restitution, including related collection activities and accounts.
- Maintaining statistics on program activities
- Correcting benefit payment records for reasons of overpayments or underpayments and preparation of reports for adjustment of benefit payment accounts.
- Includes overpayment and fraud control in connection with UCFE-UCX claims and Form ES-936, UCFE verification activity.

NOTE: Benefit payment control activities performed for allowance payments should be charged to code 351 (Processing Allowances) in combination with the appropriate project code (CETA, WIN, DUA, Trade).

IV-5. TIME DISTRIBUTION SUBSYSTEMUnemployment Insurance Service - Tax Functions

300 Tax Functions (includes Tax Accounting, Tax Enforcement, Tax Travel)

Tax Accounting - Employer Accounts

Includes time spent on the following activities:

- Preparing and mailing employer contribution (tax) report forms.
- Processing tax reports and money received, and maintaining employer accounting records.
- All operations in posting payment received (current or delinquent) under-payments, overpayments, and adjustments to reflect the complete condition of each employer account, regardless of the system used, type of records, or where performed.
- Maintaining necessary controls to establish tax and wage report delinquency.
- Processing preparing, and mailing proofs of credit (Treasury Schedules A and Form 940-B).
- Preliminary review and comparison to total wage information from the wage listing with wage and tax summary information from the contribution report.

Tax Accounting - Experience Rating (Noncontingency)

Includes time spent on experience rating activities (noncontingency) that do not fluctuate in relation to the claims load and thus to the number of separations experienced or charge backs of benefits paid. Activities included are:

- Establishing and maintaining experience rating accounts, records, and files.
- Determining tax rates and notifying employers.
- Disposing of protests, inquiries, and appeals concerning rates and reserve accounts.
- Determining eligibility for and processing transfers of predecessor experience rating accounts to successor accounts.

IV-5. TIME DISTRIBUTION SUBSYSTEM300 Tax Functions (continued)Tax EnforcementEmployer Status

Includes time spent in identifying and locating employer and determining taxable status of employers. Activities included are:

- Obtaining and screening leads, contacting employers, obtaining facts for making status determinations (including terminations), and rendering advice and service to employers.
- Formal hearing of employer appeals from status determinations.
- Answering of status questions by tax or legal personnel.

Field Audits

Pertains to periodic, special, or combination field audits. It includes time spent on a systematic examination and verification of a subject employer's books and records for the purpose of determining amounts of taxable wages, taxes due, and interest or penalties.

Activities included are:

- Audits to analyze financial condition of employer for collection purposes.
- Audit reports and financial statements to support audit findings.

Delinquency, Collections, and Refunds

Includes time spent on the following activities:

- Collecting delinquent employer taxes, interest, and penalties, and making refunds, when required on overpayments.
- Preparing and issuing delinquency notices, and debit and credit memorandum.
- Obtaining delinquent wage and tax reports.
- Maintaining records to control actions on collections and refunds.

IV-5. TIME DISTRIBUTION SUBSYSTEM300 Tax Functions (continued)

- Hearing appeals of assessments or penalties including legal time.

Tax Enforcement - Field Travel

Includes time spent in official travel during regular working hours to perform any direct operation in connection with employer status, delinquencies, collections and refunds, field audits, and experience rating. Selecting, preparing for, controlling, and reviewing field assignments should also be charged to code 300.

Employment Insurance Service - Other Federal Programs351 Processing Allowances

This code will be used to record time spent in tasks required to prepare and process payment of allowances to participants in work and training programs (CETA, WIN, Trade). Also included is all activities and tasks required to process and pay benefits to claimants filing under the Disaster Unemployment Assistance (DUA) program. The code will be used in combination with the appropriate project code.

Tasks performed under this code include:

- Assistance in preparing entitlement questionnaires and referral notices, liaison with training facilities and local offices.
- Accepting and processing initial and subsequent requests for training, transportation, subsistence, and job search and relocation allowances.
- Making and distributing subsistence, transportation, job search and relocation allowance payments.
- Authorizing, preparing for and processing recurring and nonrecurring allowances which include: incentive allowances and training related expense payments, temporary residence allowances, auto repair payments, auto insurance payments, clothing payments, tools and equipment payments.
- Establishing and maintaining payment records and ledgers and performing other accounting functions.

IV-5. TIME DISTRIBUTION SUBSYSTEM351 Processing Allowances (continued)

- prevention, detection, and recovery of fraudulent and nonfraudulent overpayments; fraud prosecution.
- Activity related to appeals by participants concerning allowances.

Disaster Unemployment Assistance (DUA) Activities

Includes time spent in the following activities under the Disaster Relief Act of 1974:

- Accepting and processing initial applications and wage affidavits; computing DUA entitlement; issuing determinations of entitlement.
- Accepting and processing weekly requests for DUA; determining entitlement; issuing determinations when appropriate.
- Making and distributing DUA payments; establishing and maintaining payment records and ledgers; performing other accounting and payment control functions.
- Prevention, detection, and recovery of fraudulent and nonfraudulent overpayments; fraud prosecution.
- Accepting and processing requests for reconsideration and appeals; conducting appeals hearings; making decisions upon reconsideration or appeal.

NOTE: Technical staff work related to the allowance payment process, such as procedural development, and reviews of operations should be charged to code 400 (UI Support) in combination with the appropriate project code.

Unemployment Insurance Service - UI Support400 Management and Supervision - UIS

All time which can be related directly to the administration and supervision of the State unemployment insurance program should be reported under this code. Activities included are:

- The time of the UI Director and assistants, and all line personnel engaged in managing and supervising UI operations except that time spent in direct or



IV-5. TIME DISTRIBUTION SUBSYSTEM400 Management and Supervision (continued)

first level supervision of operating functions, which should be charged to the function being supervised. All time spent on supervising a direct activity even through an individual may supervise more than one (i.e., Claims Processing (200) or Non-Monetary Determinations (230) should be charged proportionally to the codes.

- Planning, directing, and controlling local office operations.
- UI Fiscal management activities such as budget preparation and personnel operations (as described under Code 120).
- Office and support services such as switchboard and mail services (as described under Code 100) when performed in the local office.
- The time UI management personnel or their designated representative spend in attendance at outside professional or technical conferences, as well as in office meetings to discuss policies, procedures, personnel problems, or operating problems in general. Meetings to review operating performance in specific functional areas (e.g., nonmonetary determinations) should be charged to the operating codes applicable.
- Preparing and verifying data for local office activity reports.
- Promoting community understanding and acquainting the public, through any media, with policies and facilities of the unemployment insurance program.

Staff Technical Services - UIS

Includes all time of technicians (usually 'in. the central, district, or area offices) performing staff services in direct support of the management and supervision of UI line personnel. Activities included are:

- Organization, methods, and procedural analysis and evaluation, and development including UI management analyst projects.
- ADP systems analysis and programming of UI functions for computer operations.
- Internal audits, including visits to Federal installations for UCFE and UCX purposes.

IV-5. TIME DISTRIBUTION SUBSYSTEM400 Management and Supervision (continued)

- Legal work related to unemployment insurance, not chargeable to other VI codes.
- The appraisal and development activities of the Federal programs coordinator (as described in section 4550, part I, ES Manual).
- Technical staff work related to Federal allowances payments (code 351), such as procedural development and analysis of operations, should also be charged to this code and not to allowance payment codes.

Career Development and Training - UIS

Includes time spent by State agency operating ~r staff personnel, both trainer and trainees, in conducting or attending formal training sessions pertaining to the unemployment insurance program. Activities included are:

- Training by use of training kits which are designed primarily as self-training devices.
- Planning and development of training methods and training materials for class groups, self-training devices, and on-the-job training. On-the-job training should be charged directly to the appropriate code pertaining to the function being performed.
- Formal in-service and out-service training.
- Time spent by UI personnel, both central office and local office, in meetings for the purpose of explaining new procedures. Time spent in meetings for other purposes should be charged to the appropriate codes.

UI Research

Includes time spent on the following projects or activities:

- Research pertaining to unemployment insurance program development, including financial program aspects.
- Special research and experimental projects for program development.
- The compilation and analysis of management statistics for administrative use and for public release (include time of R & A staff and tabulating unit personnel).

IV-5. TIME DISTRIBUTION SUBSYSTEM400 Management and Supervision (continued)

Includes the preparation of State and Federal workload and UI statistical reports, such as ES-203 and ES-213. Local office time spent in preparing feeder reports should also be charged to Code 400, UI Support.

- Includes projects of a recurring nature or part of a continuing research program as well as specifically authorized and financed one-time research projects.

Special Projects

Includes codes 452-465. Special UI projects are specifically assigned and authorized by the national office. Included are those special fund allocations which are not chargeable to other UI functions.

455 Continuous Wage and Benefit History (CWBH) Project

Includes all time spent on the CWBE project and related activities. Examples of related activities are participation in activities of the CWBH State Users Group and/or CWBH ADP Committee.

457 UI Cost Model Management System

Includes all time spent on the work measurement and other study requirements of the UI Cost Model Management System. This code should also be used by Cost Model personnel involved in activities to maintain Cost model as outlined in the "Maintenance" chapters of the Cost Model Maintenance Handbook.

IV-5. TIME DISTRIBUTION SUBSYSTEM459 Random Audit/Internal SecurityInternal Security

Includes time spent in reviewing all areas of VI program operations to ensure adequate controls are in place to prevent employee fraud or abuse, recommending to management the installation of controls where none exist or strengthening controls where weak and conducting preliminary investigation of incidents of alleged employees fraud or abuse prior to referral to proper investigatory officials. Activities included are:

- Supervision of internal security unit.
- Review of hiring practices, background investigations of prospective employees in sensitive program areas and participation in new employee orientation training programs.
- Audit/Review of all activities in the areas of tax collection and benefit payments, which includes both central and local office operations as well as interviews with employees, employers and claimants (not to include random audit activities).
- Audit/Review of data processing systems and operations to ensure the integrity of managerial control on programming functions.
- Evaluation of safeguards and managerial procedures regarding computer terminal security which include security assessments, terminal system control, network systems controls and communications network.
- Evaluation of computer sites and plant (local office and central office) operations to ensure the physical security of such operations. This includes the review of entry controls, storage protection, combating hazards such as fires, floods, power failure, etc., and the safeguarding of State agency property.
- Conducting preliminary investigations of incidents of alleged employee fraud to determine whether further prosecutive action should be taken. Also, includes any time spent in assisting in the investigation of alleged employee fraud conducted by other investigatory agencies.
- Referral to proper authorities for investigation, cases of alleged employee fraud or abuse, 'participation at administrative hearings, and attendance at court proceedings.
- Maintenance of statistics on internal security and control program activities.

IV-5. TIME DISTRIBUTION SUBSYSTEM459 Internal Security (continued)

- Clerical work directly related to internal security and control program activities.

Random Audit

Includes all time spent selecting, assigning, preparing, investigating, documenting, and issuing determinations for cases in the OI Random Audit Program. Activities included are:

- Reviewing and pulling of files for cases selected by the computer for inclusion in the Random Audit.
- Assigning case to investigators and scheduling of claimants, employers, and 3rd part contacts for investigation
- Conducting and documenting the results of interviews with claimants, employers, and other 3rd party individuals.
- Writing determinations which result from the Random Audit Investigations including overpayment and underpayment determinations.
- Maintaining all necessary documentation, records, and statistics for the Random Audit.
- Performing clerical activities directly related to Random Audit activities.
- Referral of Random Audit cases to other units for specialized handling.
- Updating of all records, documentation, and statistics due to appeals affecting the Random Audit cases.
- Travel - time spent in travel to conduct Random Audit interviews, to verify benefit payment information, or any other Random Audit activities.

IV-5. TIME DISTRIBUTION SUBSYSTEM460 Other Special Projects

This code includes time spent by UI staff in special activities which do not require separate identification.

Includes:

TRA Precertification (In combination with Trade Project Code 219)

Includes all time spent on Trade Act activities after the filing of a petition and prior to the certification of the petition.

Such activities include:

- Development of plans to establish a TRA payment unit.
- Develop or update procedures for use in the TRA unit and local offices.
- Development of training plans for local offices affected by the petition.
- TRA forms preparation.
- Development of publication releases.
- Development of new or redesign of existing statistical reporting system.
- Developing and maintaining contacts with employers and union organizations.

Trade Act Coordinator (In coordination with Trade Project Code 219)

Includes time spent by the Trade Act Coordinator in the following activities:

- Providing technical assistance and training on trade activity where needed in agency.
- Implementing the Trade Act Program
- Coordinating program activities between ES, UI and AS&T components including operations, reporting and fiscal.
- Program review and monitoring of agency performance
- Liaison for agency with regional office on trade program
- Serving as the focal point for all correspondence, inquiries, etc. relating to trade activity.

IV-5.        TIME DISTRIBUTION SUBSYSTEM

460    Other Special Projects (continued)

Taxation of UI Benefits

Include time spent informing (not part of the ERI) the claimant that OI benefits are taxable, answering claimant that inquiries, maintaining manual or automated records strictly for the purpose of taxing benefits. Also time spent in preparing and mailing of Form 1099UC to notify the claimant of the total benefits paid during the year.